

SENIOR LEGAL PROCESSING ASSISTANT

DEFINITION

Under direction, acts as an expert in a particular area of document processing and trains court personnel in standardized processing procedures; provides courtroom clerk relief; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is used on a regional basis to provide training in one or several of the areas of document processing - civil, criminal, family law, probate, and small claims. This class is distinguished from the Legal Processing Assistant II in that the latter provides periodic training in specific assignment for employees within the work unit. The Senior Legal Processing Assistant introduces new procedures and ensures standard practices across Court Districts. This class is further distinguished from the Legal Processing Supervisor I in that a Senior Legal Processing Assistant has no supervisory responsibilities.

ESSENTIAL FUNCTIONS

1. Conducts or assists with classroom training of employees in a specific area of law; assists with the development and revision of training materials; schedules and arranges training.
2. Conducts site reviews to ensure procedures are being followed; works with new employees and poor-performing employees to improve skills and knowledge.
3. Assists supervisors in the evaluation of the technical competence of employees.
4. Works with supervisors and managers to revise procedures as a result of new laws and regulations; assists work units with backlogs, workflow problems and complex cases.
5. Provides courtroom clerk relief as needed.
6. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Four years of office clerical experience involving court document process experience or any combination of training and/or experience that could likely provide the desired knowledge and abilities. One year of business training in an approved school or training program can substitute for a maximum of six months of experience.

Knowledge of

Modern office practices and procedures including filing, operation of standard office equipment, and business correspondence; basic record keeping systems; forms, records, document processing procedures, legal terminology and judicial rules applicable to areas of assignment; records maintenance procedures used in court operations; clerical and technical resources materials and information sources applicable to area of assignment; California codes and local rules of Court pertaining to Superior or Municipal Court operations; purpose and processing of a diversity of Court related legal documents, forms, and records; operations, procedures and jurisdictions of the Court.

Ability to

Understand, explain, and apply specific statutes, codes, laws, regulations and procedures; prepare and process a variety of legal documents; maintain complex legal records and files; locate, identify and correct technical inaccuracies; enter data into a computer; assist people from diverse socio-economic backgrounds in various emotional states.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00